



Open Enrollment Checklist

ENROLL ON-LINE THROUGH eWay:

Logging-On

1. Logon to the eWay landing site: www.csj.gov/eWay
2. Click on **eWay** at the top of the page.
3. **Logon to PeopleSoft – New User Logon**
Instructions are available on the eWay site. (If you know how to log-on but your password has expired or you've forgotten your password, use CityPass - <https://citypass.sjcity.net/> - to reset your password. Call the IT Help Desk at 793-6900 if you need further assistance).
4. In PeopleSoft, take the following path:
Self Service > Benefits > Benefits Enrollment

Enrolling Online

1. Click **Benefits Enrollment**
2. Click the **Select** button
3. Click the **Edit** buttons to make changes:
 - ☐ **Medical, Dental, or Vision Plans**
 - o Choose a plan (including Waive or In-Lieu)
 - o Enroll or drop dependents
 - o Designate Primary Care Providers
 - o Click the **Store** button
 - o Click the **OK** button
 - ☐ **Employee Assistance Plan (EAP)**
 - o *Eligible employees are automatically enrolled*
 - o Enroll or Drop Dependents
 - o Click the **Store** button
 - o Click the **OK** button
 - ☐ **Medical Reimbursement Account (MRA)**
Must re-enroll each year
 - o Select Medical Reimbursement Plan
 - o Designate an Annual Pledge (\$2,500/Yr. Max)
 - o Click the **Store** button
 - o Click the **OK** button
 - ☐ **Dependent Care Assistance Plan (DCAP)**
Must re-enroll each year
 - o Select Dependent Care Assistance Plan
 - o Designate an Annual Pledge (\$5,000/Yr. Max)
 - o Click the **Store** button
 - o Click the **OK** button
4. Once you complete your enrollment changes, click the **Submit** button to finalize your enrollments.

You must click the SUBMIT button and check all disclosure boxes for enrollments to take effect.

ADDITIONAL ENROLLMENT OPPORTUNITIES:

- ☐ **Prudential Long Term Care**
Special Open Enrollment from 10/28/09 – 11/13/09
Contact Prudent at 800-732-0416
www.prudential.com/gltc
Group name: *sanjose* Password: *ltcsanjose*
- ☐ **Allstate Insurance Products**
If you wish to enroll in Allstate Voluntary Insurance products, please contact Human Resources to schedule an appointment with an Allstate representative: (408) 535-1285.

Allstate representatives will be available in the Human Resources lobby (City Hall Wing, 2nd Floor).

SUBMIT REQUIRED PAPERWORK TO EMPLOYEE BENEFITS:

- ☐ **Marriage Certificate**
- ☐ **Birth Certificate**
- ☐ **Social Security Number**
- ☐ **Affidavit of Domestic Partnership**
If you enrolled a Domestic Partner and/or your partner's children (not your naturally-born, adopted, or guardianship dependents), you must submit a completed Affidavit of Domestic Partnership to Employee Benefits **within 2 weeks of enrollment** to get coverage.
- ☐ **Full Time Student Status Verification**
If you enrolled a child dependent between the ages of 19 and 24, you must submit a proof of eligibility as a FT Student to Employee Benefits **within 2 weeks of enrollment** to get coverage. (If the child dependent is covered by more than one City employee, FT student verification should be submitted for each employee the student is covered under).

Submit the required paperwork to:

Human Resources – Employee Benefits
200 E. Santa Clara St, 2nd Floor Wing
San Jose, CA 95113
Fax: (408) 999-0862

FOR MORE INFORMATION:

- ☐ **Contact Employee Benefits:**
 - o Phone: (408) 535-1285
 - o E-mail: benefits@sanjoseca.gov
- ☐ **Open Enrollment Desk hours:**
Human Resources office-City Hall Wing, 2nd Floor
October 28 – Nov 13 9 am – 4 pm